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CURRICULUM SUBCOMMITTEE MINUTES

10 January 2019

A meeting of the Curriculum Subcommittee of the Educational Policies Committee was held on 10 January 2019 at 2:00 pm in Old Main 136 (Champ Hall Conference Room)

Present: Nicholas Morrison, Chair, Caine College of the Arts
Ed Reeve for Brian Warnick, College of Agriculture and Applied Sciences
Merideth Thompson, Jon M. Huntsman School of Business
Scott Hunsaker, Emma Eccles Jones College of Education and Human Services
Thomas Fronk, College of Engineering
Matt Sanders, College of Humanities and Social Sciences
Richard Mueller, College of Science
Michele Hillard, Secretary
Ed Reeve, Provost's Office
Geneva Harline, Graduate Council
Fran Hopkin, Registrar
Chenese Boyle, Program Coordinator
Scott Henrie, USU Eastern
Frank Galey, Provost
Claudia Radel, S.J. & Jessie E. Quinney College of Natural Resources
Clint Pumphrey, University Libraries

Absent: Kristin Hall, Graduate Senator
Allie Haas, Executive Vice President
Shana Geffeney, Regional Campuses
Erik Thalman, Catalog Editor

Visitors: Jessica Hansen, Manager, Scheduling

1. **Approval of 6 December 2019 Minutes**

Motion to approve the 6 December minutes made by Thomas Fronk. Seconded by Geneva Harline. Minutes approved as distributed.

2. **Program Proposals**

Request from the Department of Applied Economics in the College of Agriculture and Applied Sciences to [change the MS in International Food and Agribusiness to MS Agribusiness](#).

Motion to approve the R401 made by Ed Reeve. Seconded by Scott Hunsaker. Proposal approved.

Request from the Department of Plants, Soils, and Climate in the College of Agriculture and Applied Sciences to [change the name of the BS from Land, Plant, and Climate Systems to Soils and Sustainable Land Systems](#).

Motion to approve the R401 made by Ed Reeve. Seconded by Dick Mueller. Proposal approved.

Request from the Department of Electrical and Computer Engineering to [offer a minor in Electrical Engineering](#).

Motion to approve the R401 made by Thomas Fronk. Seconded by Matt Sanders. Proposal approved.

Request from the Department of Geology in the College of Science to [change department name from Geology to Earth Sciences](#).
Withdrawn pending further discussions.

3. *Semester Course Approval Reviews*
<https://usu.curriculog.com/>

1. ACCT - 3510

2. ACCT - 3520

3. ADVS - 5900

4. ANTH - 5195

5. BIOL - 1500

6. BIOL - 4230

7. CHIN - 3090

8. COMD - 3600

9. COMD - 3700

10. CS - 5110

11. ECN - 4020

12. ECN - 4330

13. ECN - 5020

14. ECN - 5500

15. ENGL - 2640

16. ENGL - 5450

17. ENGL - 6600

18. ENGL - 6700

19. ENGL - 6720

20. FIN - 5600

21. HDFS - 3130

22. HDFS - 3210

23. HEAL - 1500

24. HEAL - 1835

25. HIST - 3340

26. HIST - 6600

27. HIST - 6700

28. HIST - 6720

29. HONR - 3900

30. ISTU - 2250

31. ISTU - 3010

32. ISTU - 4010

33. ISTU - 4250

34. KIN - 4400

35. KIN - 6810

36. KIN - ALL

37. MAE - 5320

38. MATH - 4230

39. MGT - 3150

40. MGT - 3400

41. MGT - 3600

42. MGT - 4250

43. MGT - 4610

44. MGT - 4620

45. MGT - 4630

46. MGT - 4760

47. MGT - 5730

48. MGT - 6100

49. MUSC - 1010

50. MUSC - 3310

51. MUSC - 3410

52. NDFS - 5210

53. PE - 1070

54. PRP - 1500

55. PRP - 2000

56. PRP - 3200

57. PRP - 3400

58. PRP - 4600

59. PRP - 4800

60. PSC - 4880

61. PSC - 6880

62. RELS - 5195

63. SPED - 5330

64. TESSY - 4500

65. TESSY - 4510

66. TESSY - 4520

67. TESSY - 4530

68. TESSY - 4540

69. TESSY - 4720

70. TESSY - 4740

71. TESSY - 4750

72. VM - 7596

73. WATS - 6750

74. WGS - 4905

75. WGS - 6905

College of Agriculture and Applied Sciences

Motion to approve the business of the College of Agriculture and Applied Sciences made by Ed Reeve. Seconded by Merideth Thompson. Business approved.

ADVS = 2

APEC =

APPR =

ASTE = 8

LAEP =

NDFS = 1

OPDD =

PSC = 2 (6880 change to Fall 2019)

Caine College of the Arts

Motion to approve the business of the Caine College of the Arts made by Dick Mueller. Seconded by Scott Hunsaker. Business approved.

ART =

MUSC = 3 (3410 title and description change)

THEA =

CCA =

Jon M. Huntsman School of Business

Motion to approve the business of the Jon M. Huntsman School of Business made by Merideth Thompson. Seconded by Dick Mueller. Business approved.

ACCT = 2

BUS =

ECN = 5 (5500 also needs a Gen Ed request completed)

MGT = 10

MSLE =

MIS =

Emma Eccles Jones College of Education and Human Services

Motion to approve the business of the Emma Eccles Jones College of Education and Human Services made by Scott Hunsaker. Seconded by Thomas Fronk. Business approved.

COMD = 2

EDUC =

HDFS = 2

KHS = 10

ITLS =

NURS = 2

PSY =

SPER = 1

TEAL =

College of Engineering

Motion to approve the business of the College of Engineering made by Thomas Fronk. Seconded by Scott Hunsaker. Business approved.

BENG =

CEE =

CS = 1

ECE =

EED =

MAE = 1

ENGR =

College of Humanities and Social Sciences

Motion to approve the business of the College of Humanities and Social Sciences made by Matt Sanders. Seconded by Dick Mueller. Business approved.

ENGL = 5

HIST = 5

JCOM =

LPCS = 2

POLS =

SSWA = 1 (5145 move to Spring 2019)

IELI =

CHSS =

WGS = 2

S.J. & Jessie E. Quinney College of Natural Resources

Motion to approve the business of the S.J. & Jessie E. Quinney College of Natural Resources made by Claudia Radel. Seconded by Thomas Fronk. Business approved.

ENVS =

WATS = 1

WILD =

NR =

College of Science

Motion to approve the business of the College of Science made by Dick Mueller. Seconded by Matt Sanders. Business approved.

BIOL = 2

CHEM =

GEOL =
MATH = 1
PHYS =
PUBH =
SCI =

HONR = 1

Motion to approve the business of Honors made by Scott Hunsaker. Seconded by Dick Mueller. Business approved

ISTU = 4 (compliment vs. complement-check correct spelling)

Motion to approve the business of ISTU made by Scott Hunsaker. Seconded by Geneva Harline. Business approved.

UN –CAS =

USU =

4. ***Other Business***

Cross-Listed Courses Discussion (see attached) – Currently USU has 1225 cross-listed courses and there is no policy regarding these courses. Information is provided in the EPC handbook and it is recommended that we remove the term “multiple-list” and use “cross-list” instead. We should use guidelines that will keep everyone following the same process. Dual listed courses should be identical in both title description and credits. Also should require additional course work statement in the course description. Develop General Education language that covers “cross-listing” as well. Use the phrase, additional advanced work instead of “more”. Statement adding cross-listed courses must be taught each semester and must not be taught separate. Use the same guidelines for dual-listing.

Motion to approve updating the EPC handbook made by Ed Reeve. Seconded by Scott Hunsaker. Business approved.

Zero Credit Courses – No policy language. Approximately 260 courses listed as zero credit. Proposed new language on attachment. This item will continue to be discussed at the next meeting.

Adjourn: 3:00 pm

CURRICULUM SUBCOMMITTEE MINUTES

6 December 2018

A meeting of the Curriculum Subcommittee of the Educational Policies Committee was held on 6 December 2018 at 2:00 pm in Old Main 136 (Champ Hall Conference Room).

Present: Nicholas Morrison, Chair, Caine College of the Arts
Brian Warnick, College of Agriculture and Applied Sciences
Merideth Thompson, Jon M. Huntsman School of Business
Scott Hunsaker, Emma Eccles Jones College of Education and Human Services
Thomas Fronk, College of Engineering
Matt Sanders, College of Humanities and Social Sciences
Richard Mueller, College of Science
Shana Geffeney, Regional Campuses
Michele Hillard, Secretary
Ed Reeve, Provost's Office
Geneva Harline, Graduate Council
Adam Gleed for Fran Hopkin, Registrar
Erik Thalman, Catalog Editor
Chenese Boyle, Program Coordinator
Scott Henrie, USU Eastern
Frank Galey, Provost
Karen Mock for Claudia Radel, S.J. & Jessie E. Quinney College of Natural Resources
Clint Pumphrey, University Libraries

Absent: Kristin Hall, Graduate Senator
Allie Haas, Executive Vice President

Visitors: Dirk Vanderwall, Department Head
Kerry Rood, Veterinarian
Vijay Kannan, Department Head

1. ***Approval of 1 November 2018 Minutes***
Minutes approved as distributed.

2. ***Program Proposals***
Request from the Department of Animal, Dairy and Veterinary Sciences in the College of Agriculture and Applied Sciences to add [an Associate of Science Degree in Veterinary Technology](#).
Motion to approve proposal made by Brian Warnick. Seconded by Dick Mueller.
Proposal approved.

Request from the Department of Animal, Dairy and Veterinary Sciences in the College of Agriculture and Applied Sciences to offer a [Certificate of Completion in Ranch Horse Science at the Blanding Regional Campus](#).
Motion to approve proposal made by Brian Warnick. Seconded by Dick Mueller.
Proposal approved.

Request from the Department of Applied Economics in the College of Agriculture and Applied Sciences to [change the name from Master of Science International Food and Agribusiness to MS Agribusiness](#).

Withdrawn - awaiting Graduate Council approval.

Request from the Department of Management in the Jon M. Huntsman School of Business to offer a [BA/BS Degree in Business Administration with Emphases](#).

Motion to approve proposal made by Merideth Thompson. Seconded by Brian Warnick. Proposal approved.

Request from the Department of Management in the Jon M. Huntsman School of Business to [rename the BA/BS Degree in Business Administration to Management](#).

Motion to approve proposal made by Merideth Thompson. Seconded by Dick Mueller. Proposal approved.

Request from the Department of Journalism and Communication in the College of Humanities and Social Sciences to add a [Social Media Emphasis](#).

Motion to approve proposal made by Matt Sanders. Seconded by Scott Hunsaker. Proposal approved.

Request from the Department of Geology in the College of Science to [change the department name from Geology to Earth Sciences](#).

Withdrawn – per College of Science Associate Dean.

3. Semester Course Approval Reviews

<https://usu.curriculog.com/>

1. ACCT - 3120

2. ACCT - 3410

3. ACCT - 4250

4. ACCT - 4500

5. ACCT - 4510

6. ACCT - 4900

7. ADVS - 2030

8. ADVS - 2040

9. ADVS - 2050

10. ADVS - 2800

11. ADVS - 3400

12. ADVS - 6060

13. ADVS - 6140

14. ADVS - 7543

15. APEC - 1400

16. APEC - 5150

17. APEC - 5940

18. APEC - 5950

19. APEC - 6120

20. APEC - 6140

21. ASTE - 2250

22. ASTE - 3625

23. ASTE - 4155

24. ASTE - 4215

25. ASTE - 4250

26. AV - 2450

27. BIOL - 2060

28. BIOL - 3300

29. BIOL - 4030

30. BIOL - 4040

31. BUS - 1700

32. CJ - 1030

33. CJ - 1080

34. COMD - 6500

35. COMD - 6520

36. COMD - 6530

37. COMD - 6540

38. COMD - 6550

39. COMD - 6560

40. ECE - 5810

41. ECE - 6830

42. ECN - 5950

43. EDUC - 0100

44. EDUC - 1020

45. EDUC - 1030

46. EDUC - 1040

47. EDUC - 1050

48. EDUC - 2100

49. EDUC - 2110

50. EDUC - 2120

51. HEP - 4400

52. LAEP - 1200

53. LAEP - 1300

54. LAEP - 3300

55. LAEP - 3400

56. LAEP - 6110

57. LAEP - 6300

58. LAEP - 6400

59. MAE - 3040

60. MAE - 3210

61. MAE - 3420

62. MAE - 5300

63. MAE - 5310

64. MAE - 5350

65. MAE - 5360

66. MATH - 4610

67. MATH - 5410

68. MATH - 5420

69. MATH - 5460

70. MATH - 5470

71. MATH - 5610

72. MATH - 5620

73. MATH - 5640

74. MATH - 5760

75. MATH - 6410

76. MATH - 6420

77. MATH - 6440

78. MATH - 6450

79. MATH - 6470

80. MATH - 6610

81. MATH - 6620

82. MGT - 3250

83. MGT - 4720

84. MGT - 6730

85. MIS - 5600

86. MIS - 5910

87. MIS - 6060

88. MSLE - 3710

89. NDFS - 6840

90. NDFS - 6850

91. OPDD - 1050

92. OPDD - 3200

93. OPDD - 4040

94. PHYS - 2110

95. PHYS - 2120

96. PHYS - 3550

97. PHYS - 3600

98. PHYS - 4600

99. PUBH - 4030

100. PUBH - 4040

101. SOC - 4770

102. TEE - 4230

103. TESI - 2940

104. TESI - 4250

105. TESI - 4730

106. TESI - 4940

107. VM - 7543

College of Agriculture and Applied Sciences

Motion to approve the business of the College of Agriculture and Applied Sciences made by Brian Warnick. Seconded by Dick Mueller. Business approved.

ADVS = 9 (minor word changes in the course description)

APEC = 6 (minor word changes in the course description)

APPR =

ASTE = 11 (they're, their, there usage)

LAEP = 7 (effective for summer 2019)

NDFS = 2

OPDD = 3

PSC =

Caine College of the Arts

ART =

MUSC =

THEA =

CCA =

Jon M. Huntsman School of Business

Motion to approve the business of the Jon M. Huntsman School of Business made by Merideth Thompson. Seconded by Scott Hunsaker. Business approved.

ACCT = 6

BUS = 1

ECN = 1

MGT = 3

MSLE = 1

MIS = 3

Emma Eccles Jones College of Education and Human Services

Motion to approve the business of the Emma Eccles Jones College of Education and Human Services made by Scott Hunsaker. Seconded by Brian Warnick. Business approved.

COMD = 6

EDUC =

HDFS =

KHS = 1

ITLS =

NURS =

PSY =

SPER = 8

TEAL =

College of Engineering

Motion to approve the business of the College of Engineering made by Thomas Fronk. Seconded by Dick Mueller. Business approved.

BENG =

CEE =

CS =

ECE = 2

EED =

MAE = 7

ENGR =

College of Humanities and Social Sciences

Motion to approve the business of the College of Humanities and Social Sciences made by Matt Sanders. Seconded by Dick Mueller. Business approved.

ENGL =

HIST =

JCOM =

LPCS =

POLS =

SSWA = 3

IELI =

CHSS =

S.J. & Jessie E. Quinney College of Natural Resources

ENVS =

WATS =

WILD =

NR =

College of Science

Motion to approve the business of the College of Science made by Dick Mueller. Seconded by Brian Warnick. Business approved.

BIOL = 4

CHEM =

GEOL =
MATH = 16
PHYS = 5
PUBH = 2
SCI =

UN –CAS =
USU =

4. ***Other Business***

Zero Credit Course Discussion – Noted in Curriculum Handbook pg. 25 “*Approval can be given for 0.5 credits; however, all other credit requests must in in increments of 1.*”

USU’s Registrar’s office proposes not having any zero credit hour courses and registrars across the State of Utah are unanimous in their vote to not have any of these courses. Fran Hopkin would like to hold off on a vote until he returns. It was recommended that that the Associate Deans speak with their colleges about this issue. If an individual feels strongly about having a zero credit course they would need to call the Registrar and see if there may be a different solution.

Changing January’s meeting date (January 3rd or 10th)
Motion to move meeting to January 10 made by Scott Hunsaker. Seconded by Dick Mueller. Meeting moved to January 10.

Future Discussion Items

Cross-listing – how do we move forward with what is truly a cross-listed course?
Chenese will bring a list of cross-listed courses to next month’s meeting and the committee can work on a definition.

Introduction of the new catalog editor Erik Thalman.

Adjourn: 2:48 pm

**Utah System of Higher Education
Changes to Existing Academic Program Proposal
Cover/Signature Page - Abbreviated Template**

Institution Submitting Request:	Utah State University	
	<i>Current</i>	<i>Proposed (if applicable)</i>
Program Title:	M.S. International Food and Agribusiness	M.S. Agribusiness
Sponsoring School, College, or Division:	College of Agriculture and Applied Sciences	College of Agriculture and Applied Sciences
Sponsoring Academic Department(s) or Unit(s):	Applied Economics	Applied Economics
Classification of Instruction Program Code¹:	01.0701	01.0101
Min/Max Credit Hours for Full Program Required:	30 / Max Cr Hr	30 / Max Cr Hr
Proposed Effective Term for Program Change²:	Fall 2019	
Institutional Board of Trustees' Approval Date:		
Award Type:	MS	

Program Change Type (check all that apply):

<input checked="" type="checkbox"/>	Name Change of Existing Program
<input checked="" type="checkbox"/>	Program Restructure with or without Consolidation
<input type="checkbox"/>	Program Transfer to a new academic department or unit
<input type="checkbox"/>	Program Suspension
<input type="checkbox"/>	Program Discontinuation
<input type="checkbox"/>	Reinstatement of Previously Suspended Program
<input type="checkbox"/>	Out of Service Area Delivery Program

Chief Academic Officer (or Designee) Signature:

I, the Chief Academic Officer or Designee, certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Please type your first and last name _____ Date: _____

☐ I understand that checking this box constitutes my legal signature.

¹ For CIP code classifications, please see <http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>.

² "Proposed Effective Term" refers to term when change to program is published. **For Suspensions and Discontinuations**, "effective term" refers to the term the program will suspend admissions.

Program Change Description - Abbreviated Template

Section I: The Request

Utah State University requests approval to change name from M.S. International Food and Agribusiness to M.S. Agribusiness and restructure M.S. Agribusiness effective Fall 2019. This action was approved by the institutional Board of Trustees on .

Section II: Program Proposal

Program Change Description/Rationale

Present a brief program change description. Describe the institutional procedures used to arrive at a decision for the change. Briefly indicate why such a change should be initiated. State how the institution and the USHE benefit by the change.

The M.S. International Food and Agribusiness degree program was conducted jointly with the Royal Agriculture University (RAU) in Cirencester, UK. Students would attend the Spring Semester at the RAU and also part of a Summer term. Nine credits from the course work at RAU were transferred back to USU for our degree. The RAU has changed their MBA in International Food and Agribusiness in a manner that it is no longer compatible for USU students to be required to spend a Spring semester in that program. We are dropping "International Food" from the degree title and students will no longer be required to attend the RAU. Students will obtain the nine credits that they previously received from the RAU from course work in the Applied Economics department and/or courses from the USU Huntsman School of Business. One of those courses will be taught by a new Assistant Professor in Applied Economics on firm decision strategy. The other two courses could include 5-6000 level courses in management, marketing or finance.

Consistency with Institutional Mission/Institutional Impact

Explain how the action is consistent with the institution's Regent-approved mission, roles, and goals. Institutional mission and roles may be found at higheredutah.org/policies/policyr312/ . Indicate if the program will be delivered outside of designated service area; provide justification. Service areas are defined in higheredutah.org/policies/policyr315/ . Will faculty or staff structures be impacted by the proposed change?

Utah State University is a student centered institution and this proposed change is designed with students in mind. Students will now be able to obtain the M.S. Agribusiness degree without the necessity of attending the RAU for one semester.

Finances

What costs or savings are anticipated from this change? If new funds are required to implement the change, indicate expected sources of funds. Describe any budgetary impact on other programs or units within the institution.

No changes to costs or savings are anticipated from this change.

**Utah System of Higher Education
Changes to Existing Academic Program Proposal
Cover/Signature Page - Abbreviated Template**

Institution Submitting Request:	Utah State University	
	<i>Current</i>	<i>Proposed (if applicable)</i>
Program Title:	Land, Plant, & Climate Systems	Soils & Sustainable Land Systems
Sponsoring School, College, or Division:	CAAS	
Sponsoring Academic Department(s) or Unit(s):	PSC	
Classification of Instruction Program Code¹:	01.1201	01.1201
Min/Max Credit Hours for Full Program Required:	120 / 120	120 / 120
Proposed Effective Term for Program Change²:	Fall 2019	
Institutional Board of Trustees' Approval Date:		
Award Type:	BS	

Program Change Type (check all that apply):

<input checked="" type="checkbox"/>	Name Change of Existing Program
<input type="checkbox"/>	Program Restructure with or without Consolidation
<input type="checkbox"/>	Program Transfer to a new academic department or unit
<input type="checkbox"/>	Program Suspension
<input type="checkbox"/>	Program Discontinuation
<input type="checkbox"/>	Reinstatement of Previously Suspended Program
<input type="checkbox"/>	Out of Service Area Delivery Program

Chief Academic Officer (or Designee) Signature:

I, the Chief Academic Officer or Designee, certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

_____ Date:

☐ I understand that checking this box constitutes my legal signature.

¹ For CIP code classifications, please see <http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>.

² "Proposed Effective Term" refers to term when change to program is published. **For Suspensions and Discontinuations**, "effective term" refers to the term the program will suspend admissions.

Program Change Description - Abbreviated Template

Section I: The Request

Utah State University requests approval to change name from Land, Plant, & Climate Systems to Soils & Sustainable Land Systems effective Fall 2019. This action was approved by the institutional Board of Trustees on .

Section II: Program Proposal

Program Change Description/Rationale

Present a brief program change description. Describe the institutional procedures used to arrive at a decision for the change. Briefly indicate why such a change should be initiated. State how the institution and the USHE benefit by the change.

The Department of Plants, Soils, and Climate is proposing this name change to avoid confusion that students have had in finding our soil science program among the majors in the College of Agriculture and Applied Sciences and our department. The proposed name to "Soils and Sustainable Land Systems" better advertises what subjects the major was designed for and uses the names that students are often searching for, namely "soils". While Environmental Soil Science is an emphasis within the major, not having "Soil" in the name of the major was confusing. This we learned this from students and are acting to correct that confusion.

Our department discussed this change in our curriculum committee, discussed in our department advisory board, and finally discussed and voted in a recent faculty meeting to make the change to the new name. The faculty vote was unanimous in favor of the change to Soil and Sustainable Land Systems.

Consistency with Institutional Mission/Institutional Impact

Explain how the action is consistent with the institution's Regent-approved mission, roles, and goals. Institutional mission and roles may be found at higheredutah.org/policies/policyr312/ . Indicate if the program will be delivered outside of designated service area; provide justification. Service areas are defined in higheredutah.org/policies/policyr315/ . Will faculty or staff structures be impacted by the proposed change?

The current program and proposed name change of the program supports Utah State University's mission to be one of the nation's premier student-centered land grant and space grant universities by fostering the principle that academics come first; by cultivating diversity of thought and culture; and by serving the public through learning, discovery, and engagement. The proposed name change will not impact faculty and staff, but will help students better find their career choice.

Finances

What costs or savings are anticipated from this change? If new funds are required to implement the change, indicate expected sources of funds. Describe any budgetary impact on other programs or units within the institution.

No significant budgetary impacts are expected. Costs may be incurred to update recruiting materials and website updates. No additional costs are expected for the program itself.

**Utah System of Higher Education
New Academic Program Proposal
Cover/Signature Page - Abbreviated Template**

Institution Submitting Request: Utah State University

Proposed or Current Program Title: Electrical Engineering

Sponsoring School, College, or Division: Engineering

Sponsoring Academic Department(s) or Unit(s): Electrical and Computer Engineering

Classification of Instructional Program Code¹ : 14.1001

Min/Max Credit Hours Required of Full Program: 17 / 19

Proposed Beginning Term²: Fall 2019

Institutional Board of Trustees' Approval Date:

<input type="checkbox"/>	Certificate of Proficiency	<input type="checkbox"/>	Entry-level CTE CP	<input type="checkbox"/>	Mid-level CP
<input type="checkbox"/>	Certificate of Completion				
<input checked="" type="checkbox"/>	Minor				
<input type="checkbox"/>	Graduate Certificate				
<input type="checkbox"/>	K-12 Endorsement Program				
<input type="checkbox"/>	NEW Emphasis for Regent-Approved Program				
<input type="checkbox"/>	Out of Service Area Delivery Program				

Chief Academic Officer (or Designee) Signature:

I, the Chief Academic Officer or Designee, certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Please type your first and last name _____ Date: _____

☐ I understand that checking this box constitutes my legal signature.

¹ For CIP code classifications, please see <http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>.

² "Proposed Beginning Term" refers to first term after Regent approval that students may declare this program.

**Utah System of Higher Education
Program Description - Abbreviated Template**

Section I: The Request

Utah State University requests approval to offer the following Minor: Electrical Engineering effective Fall 2019. This program was approved by the institutional Board of Trustees on .

Section II: Program Proposal/Needs Assessment

Program Description/Rationale

Present a brief program description. Describe the institutional procedures used to arrive at a decision to offer the program. Briefly indicate why such a program should be initiated. State how the institution and the USHE benefit by offering the proposed program. Provide evidence of student interest and demand that supports potential program enrollment.

There is a strong demand from industry for mechanical engineers to have a better background in electrical engineering topics. To address this need, the Electrical and Computer Engineering Department developed the proposed requirements for a Minor in Electrical Engineering. The program consists of existing classes (no new classes needed).

This need was first noted to the department by USU's Mechanical and Aerospace Engineering Department, based on the following article: <https://www.asme.org/engineering-topics/articles/technology-and-society/does-silicon-valley-have-enough-engineers> which outlines the need for cross disciplinary electrical engineers with a better background in mechanical engineering and similarly mechanical engineers with a better background in electrical engineering. The article states that "someone who has experience with industrial assets and mechanical engineering as well as IT skills will be the most sought after... Those people are not easy to find." Both the Mechanical and Electrical engineering departments at USU are developing minors to their BS degree programs to address this need. The department currently has Mechanical Engineering students taking classes from the Electrical Engineering department and Electrical Engineering students are taking Mechanical Engineering classes to make themselves more attractive to potential employers. What is lacking is formal recognition of these efforts on the students transcripts.

This minor would be appropriate for any students in the engineering or physics programs at USU.

Labor Market Demand

Provide local, state, and/or national labor market data that speak to the need for this program. Occupational demand, wage, and number of annual openings information may be found at sources such as Utah DWS Occupation Information Data Viewer (jobs.utah.gov/jsp/utalmis/gotoOccinfo.do) and the Occupation Outlook Handbook (www.bls.gov/oco).

According to <https://jobs.utah.gov/jsp/utalmis/#/occupation/17-2141.00/report> website, both mechanical and electrical engineers have a 5 star rating for Occupation Outlook. Current graduates of the programs do not have difficulty finding good paying jobs. As mentioned above, students with cross disciplinary backgrounds are highly sought after on both a state and national level. Putting forth this minor is a way for students to get that recognized for their cross disciplinary background.

In addition, one sub-discipline that is very much in demand today is the engineering necessary for driverless automobiles (autonomous vehicles). This hot area requires expertise in control systems and computer controllers, which is an area of electrical engineering that can be studied in the proposed minor.

Consistency with Institutional Mission/Impact on Other USHE Institutions

Explain how the program is consistent with the institution's Regents-approved mission, roles, and goals. Institutional mission and roles may be found at higheredutah.org/policies/policyr312/. Indicate if the program will be delivered outside of designated service area; provide justification. Service areas are defined in higheredutah.org/policies/policyr315/.

This minor would only be available at Utah State University and would be consistent with the institution's mission, roles, and goals. This is the first electrical engineering minor offered by a USHE institution, which will make USU unique in the system.

Finances

What costs or savings are anticipated in implementing the proposed program? If new funds are required, indicate expected sources of funds. Describe any budgetary impact on other programs or units within the institution.

No additional costs are anticipated with this change. The number of students anticipated to participate in the minor will be small enough to fit into the department's current class enrollments.

Section III: Curriculum

Program Curriculum

List all courses, including new courses, to be offered in the proposed program by prefix, number, title, and credit hours (or credit equivalences). Indicate new courses with an X in the appropriate columns. The total number of credit hours should reflect the number of credits required to receive the award. **For NEW Emphases, skip to emphases tables below.**

For variable credits, please enter the minimum value in the table below for credit hours. To explain variable credit in detail as well as any additional information, use the narrative box below.

		Course Number	NEW Course	Course Title	Credit Hours
General Education Courses (list specific courses if recommended for this program on Degree Map)					
General Education Credit Hour Sub-Total					0
Required Courses					
+	-	ECE 1400		Computer Programming for Electrical and Computer Engineers I	4
+	-	ECE 3620		Continuous-Time Systems and Signals	3
+	-	ECE 3710		Microcontroller Hardware and Software	4
Required Course Credit Hour Sub-Total					
Required Course Credit Hour Sub-Total					11
Elective Courses					
+	-	ECE 2290		Electrical Circuits 2	3
+	-	ECE 2700		Digital Circuits	4
+	-	ECE 3700		Digital System Design	3
+	-	ECE 3410		Microelectronics I	4
+	-	ECE 3640		Discrete-Time Signals and Systems	3
+	-	ECE 3870		Electromagnetics I	4
+	-	ECE 5230		Spacecraft Systems Engineering	3
+	-	ECE 5240		Space System Design	3
+	-	MAE 5530		Space System Design	3
+	-	MAE 5310		Dynamic Systems and Controls	3
+	-	ECE 5310		Control Systems	3
+	-	MAE 5320		Mechatronics	3
+	-	ECE 5320		Mechatronics	3
+	-	ECE 5330		Small Unmanned Aircraft Systems	3
+	-	MAE 5330		Small Unmanned Aircraft Systems	3
+	-	ECE 5460		VLSI Design Automation	3
+	-	ECE 5600		Introduction to Computer Networks	3
+	-	ECE 5630		Digital Signal and Image Processing	3
+	-	ECE 5640		Real-Time Processors	4
+	-	ECE 5660		Communication Systems I	3
+	-	ECE 5720		Computer Systems Programming and Architecture	3
Elective Credit Hour Sub-Total					
Elective Credit Hour Sub-Total					6

		Course Number	NEW Course	Course Title	Credit Hours
Core Curriculum Credit Hour Sub-Total					17

Program Curriculum Narrative

Describe any variable credits. You may also include additional curriculum information, as needed.

Some of the courses allowed as electives for the minor require 4 credit hours of effort instead of the nominal three credit hours. This could cause some students to take a maximum of 19 credit hours to complete the minor.

Two courses from the above elective course list need to be taken. No course may be applied toward a minor in Electrical Engineering with an earned grade of less than C-. No course may be repeated more than one time to improve the grade to a C- or better. Courses for Electrical Engineering Minors may not be taken on a Pass/ Fail Basis.

Degree Map

Degree maps pertain to undergraduate programs ONLY. Provide a degree map for proposed program. Degree Maps were approved by the State Board of Regents on July 17, 2014 as a degree completion measure. Degree maps or graduation plans are a suggested semester-by-semester class schedule that includes prefix, number, title, and semester hours. For more details see <http://higheredutah.org/pdf/agendas/201407/TAB%20A%202014-7-18.pdf> (Item #3).

Please cut-and-paste the degree map or manually enter the degree map in the table below

A typical degree map could be as follows:

Year 1

Fall Semester - ECE 1400 (Computer Programming for Electrical and Computer Engineers I), 4 credits

Year 2

Fall Semester - ECE 3620 (Continuous-Time Systems and Signals), 3 credits

Year 3

Fall Semester - ECE 3710 (Microcontroller Hardware and Software), 4 credits

ECE 5310 (Control Systems), 3 credits

Spring Semester - ECE 5330 (Small Unmanned Aircraft Systems), 3 credits

It is noted that ECE 1400 is currently taught every semester giving flexibility.

**Utah System of Higher Education
Administrative Unit Change Proposal
Cover/Signature Page - Abbreviated Template**

Institution Submitting Request: Utah State University

Proposed Effective Date¹: July 1, 2019

Institutional Board of Trustees' Approval Date:

Existing Unit Title: Department of Geology

Sponsoring School, College, or Division: College of Science

Sponsoring Academic Department(s) or Unit(s): Department of Geology

Proposal Type:

<input checked="checked" type="checkbox"/>	Name Change of Existing Unit to Department of Earth Sciences
<input type="checkbox"/>	Administrative Unit Transfer
<input type="checkbox"/>	Administrative Unit Restructure (with or without Consolidation)
<input type="checkbox"/>	Administrative Unit Suspension
<input type="checkbox"/>	Administrative Unit Discontinuation
<input type="checkbox"/>	Reinstatement of Previously Suspended Administrative Unit
<input type="checkbox"/>	Reinstatement of Previously Discontinued Administrative Unit

Chief Academic Officer (or Designee) Signature:

I, the Chief Academic Officer or Designee, certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

_____ Date:

☐ I understand that checking this box constitutes my legal signature.

¹ "Proposed Effective Date" refers to date after Regent approval when change to unit is published.

Unit Description - Abbreviated Template

Section I: The Request

Utah State University requests approval to change name of Department of Geology to Department of Earth Sciences effective July 1, 2019. This action was approved by the institutional Board of Trustees on .

Section II: Program Proposal

Administrative Unit Description/Rationale

Present a brief description of the unit. Describe the institutional procedures used to arrive at the action being proposed. Briefly indicate why a change to the unit is justified. Are similar units offered elsewhere in the USHE or the State? State how the institution and the USHE benefit from the proposed unit change.

The current Department of Geology is a moderate-sized academic unit with a long history at USU. We typically have 50-70 undergraduate majors, a very successful MS program, a relatively new PhD program, and are known for our dedicated alumni.

Following our Regent's Review process in the 2017-2018 academic year, and as we have subsequently developed a Strategic Plan, a central discussion among faculty has been a name change for our department. We started this process during a department retreat in August, 2018, and after repeated debate, it culminated in a survey conducted at the end of October, 2018. This included a vote on choices of names, and with 100% participation of faculty, Instructors and research staff, the definitive result is to change our name to the **Department of Earth Sciences**, with 78% of stakeholders expressing this name as their first or second choice.

The Geology faculty have multiple motivations for this name change:

- Geoscience is often the application of other sciences to Earth problems, and as such, its scope has broadened amazingly over the past decades through interdisciplinary advances. This broadening of what we do now, and especially in the near future as our department evolves and grows, is the primary reason our name needs to be changed.
- Unlike most other classical sciences, the basic definition of geology or geoscience is poorly communicated and understood by youth and the public. Thus, how we label ourselves is an integral part of communicating what we do.
- Across the U.S., undergraduate enrollments in geoscience programs are currently falling. To prevent this from happening at USU, we seek a name that may help in attracting majors - one that is broader and free of the antiquated associations people have with the word geology.
- A survey of nation-wide department names at peer and higher-level institutions confirms that Geology has become a rare moniker, whereas Earth Sciences and Geosciences are the most common names of the strongest and most forward-looking programs.

For these reasons, both our Department and the greater USHE system will benefit from an up-to-date, fittingly broader, and forward-looking unit name, which will position us better with peers and be more attractive to prospective students.

Consistency with Institutional Mission/Institutional Impact

Explain how the unit is consistent with the institution's Regents-approved mission, roles, and goals. Describe how the existing administrative structures support the proposed unit and identify new organizational structures that may be needed. What changes in faculty and staff will be required?

This name change to Department of Earth Sciences -- being broad, inclusive, up-to-date, and forward-thinking -- will only enhance our contribution to the mission of USU in academics which cultivates diversity of learning and culture, discovery through research, and engagement via clear and up-to-date communication of our science. With the name change, no new or changed administrative or organizational structures are necessary.

Finances

What costs or savings are anticipated with the actions proposed? What new facilities or modifications to existing facilities or equipment are needed? Describe any budgetary impact on other programs or units within the institution. If new funds are required, describe expected sources of funds.

No budgetary impact is expected. No changes to facilities, other than routine updates to graphic-design elements. No new funds necessary.

EPC Curriculum Sub-Committee

January 10, 2018

Course Multiple-List/Cross-Listing Discussion

Ed Reeve & Chenese Boyle

Problem

In the discussion of courses here at USU, the term “**multiple-list**” is often used. This term is confusing and very seldom used at other universities. Other universities do not use the term “**multiple-list**,” they use “**cross-list**”. Cross-list is a term that is used system-wide at USU except for in the EPC Curriculum Subcommittee Handbook.

Note: USU currently has 1225 cross-listed courses.

In the handbook, it notes the following:

*Be aware of the difference between a **Multiple List** and a **Dual List**. A **Multiple List** course is one that is listed across departments (e.g., BIOL/SOIL 6200). A course may be **Multiple Listed** with up to 5 other courses (Curriculum Subcommittee, 9 January 1997). Note that all multiple listed courses have a single department as their administrative home and that all course approval forms must originate with this department. A **Dual List** course is one that is listed across levels within a department (e.g., ELED 4600/6600). No course below the 4000 level should be dual listed with a graduate course, and no dual listing is permitted among 1000-5000 level courses (EPC, 9 January 1997).*

Proposed Solution

Update the handbook and eliminate using the term “multiple list” and use “**cross-list**.”

Note: The Academic Scheduling office has a screen in Banner that is called “**Cross-List definitions**” and this is how/where they will cross-list the courses together. When CIDI is setting the courses up in Canvas, they also refer to this as “cross-listing”. The general catalog refers to classes as being “cross-listed”

Proposed New Curriculum Subcommittee Handbook Policy Language:

Be aware of the difference between a **Cross-List** and a **Dual List**.

A **cross-listed course** is a course that is offered under more than one department (e.g. BIOL/SOIL 6200). **Cross-listed courses** should be identical in number, title, credits, level, prerequisites, and course description. A total of five cross-listed courses can be proposed. **Cross-listed courses** will have a single department as their administrative home and all semester cross-list course approval forms must originate with this department (Curriculum Subcommittee, 10 January 2019).

A **Dual List** course is one that is listed as an undergraduate and graduate level course within a department (e.g., WGS 4900/6900). No course below the 4000 level should be dual listed with a graduate course, and no dual listing is permitted among 1000-5000 level courses (EPC, 9 January 1997). In addition, a dual-listed course is identical in title, content, description, and credits. However, in a dual-listed course, additional work is required at the graduate level, (e.g., a graduate student may be responsible for teaching a part of the course content). Thus, the course description must include “additional course work is required for those enrolled in the graduate level course.” (Curriculum Subcommittee, 10 January 2019).

Guidelines for Cross-Listing Courses (Curriculum Subcommittee, 10 January 2019).

“All of the following criteria should be met for courses to be approved as cross-listed courses:

- All departments must have faculty members actively involved in the planning of the content and scheduling of the course. Exceptions will be granted only if adequate justification is provided.
- All departments must use the course as a requirement or an elective in their majors or minors.
- The cross-listing of the course is requested by, and approved by, all departments through the courses and curricula procedures applicable to the departments and colleges.
- The cross-listed courses are identical in title, content, description, credits, prerequisites, and course number.
- Cross-listed and dual-listed courses must be taught as cross-listed/dual-listed courses each semester. Cross-listed and dual-listed courses will not be taught as a standalone course.
- Student Learning Outcomes should be the same for all offerings of a cross-listed course.
- Whenever there is a change to a cross-listed course, the primary department must submit semester cross-list course approval forms reflecting the change for each cross-listed course.”